|  |  |
| --- | --- |
| Name of company 公司名稱： |  |
| Address 地址： |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| ***To: Gary C.C. Lam & Co*** |  | ***致 林展超會計師事務所*** |
|  |  |  |
| ***Dear Sirs*** |  | ***敬啟者：*** |
| ***We would like to have your quotation for writing up our company’s books of accounts for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to***  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*** |  | ***本公司希望能獲得貴司就本公司由\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_至\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_止年度之會計理賬服務報價。*** |
| ***Set out below are some information of our company for the period concerned for your reference.*** |  | ***以下乃本公司於上述有關年度的資料以供參考。*** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Principal activities 主要業務： |  | |
| 2 | Total turnover per year 每年營業額： | |  |
| 3 | No. of sales transactions per year 每年銷貨宗數： | |  |
| 4 | No. of purchase transactions per year 每年購貨宗數： | |  |
| 5 | Value of stocks at year end 年底存貨價值： | |  |
| 6 | No. of properties 公司物業數量； | |  |
| 7 | No. of motor vehicles 公司汽車數量： | |  |
| 8 | No. of machines and furniture機器及傢俱數量： | |  |
| 9 | No. of trade debtors at year end 年結日有多少個〝應收賬款〞客戶： | |  |
| 10 | No. of trade creditors at year end 年結日有多少個〝應付賬款〞供應商： | |  |
| 11 | No. of investees 擁有股權的公司數量： | |  |
| 12 | No. of bank accounts 銀行戶口數量： | |  |
| 13 | No. of bank loans 銀行貸款數量： | |  |
| 14 | No. of hire purchase items 分期付款項目數量： | |  |
| 15 | No. of employees 員工數目： | |  |
| 16 | No. of pages of bank statements per month 每月銀行月結單頁數： | |  |
| 17 | Other information 其他資料： | | |

|  |  |
| --- | --- |
| Signature 簽署： |  |
| Name 姓名： |  |
| Tel No. 電話： |  |
| Email /Fax 電郵/傳真： |  |
| Date 日期： |  |

Please return the completed form by fax or email to our firm.

填妥本表格後，請傳真(852) 2783 8336或 電郵至[info@garycclam.com](mailto:info@garycclam.com)予本所。

Enquiry Telephone Number 查詢電話 (852) 2783 8339